

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY
29 May 2024
Order No TV1(1.2-1)-2024-0254 of
Director of Quality, Labour Safety
and Environmental Control

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-4 MAINTENANCE OF WORK EQUIPMENT

I. GENERAL PROVISIONS

Purpose and Scope of Application

1. The purpose of this Occupational Health and Safety Procedure BDS-4 for Maintenance of Work Equipment (hereinafter – the Procedure) is to establish the requirements for maintenance of work equipment so to ensure safe and reliable use of the work equipment at Public Company ORLEN Lietuva (hereinafter, the Company).

2. This Procedure shall apply to all the employees of the Company and to employees of on-site contractors (hereinafter – the Contractor) where so provided in the respective contract for works (services) concluded between the Contractor and the Company.

3. Inspections, tests of the work equipment whose maintenance and use is governed by legal acts of the Republic of Lithuania (hereinafter – LR) and / or normative documents of the Company, also the periodicity of such inspections / tests, and tagging of inspected / tested equipment shall be subject to the provisions of the mentioned documents.

II. REFERENCES

4. The Procedure has been developed with regard to effective revisions of the following documents:

4.1. General Regulations on Use of Working Equipment, as approved by the Minister of Social Security and Labor of the Republic of Lithuania;

4.2. Technical Regulation 'Safety of Machinery', as approved by the Minister of Social Security and Labor of the Republic of Lithuania;

4.3. PKN ORLEN S.A. Standard S7 'Adaptation of machines and tools to ensure safe operation in working environments'.

III. TERMS AND DEFINITIONS

5. The terms used herein shall be defined as follows:

Work equipment – devices and mechanisms used to do work.

'Devices' covers portable electrical, battery-powered and pneumatic tools (drills, screwdrivers, grinders, etc.), portable tools with internal combustion engines (string trimmers, chain saws, etc.), as well as workshop equipment (metal processing machinery, different purpose presses, etc.).

'Mechanisms' covers forklifts and telescopic forklifts, excavators, electricity generators, air compressors, and other mobile mechanisms.

Maintenance of work equipment – inspecting and testing of work equipment so to assure safe and reliable use thereof.

Inspecting of work equipment – inspection of a piece of work equipment by the user of the work equipment to make sure the equipment in use is safe and poses no hazard.

Testing of work equipment – testing of a piece of work equipment by a competent person so to decide if the equipment is safe for its further use and to issue documents to support the decision.

Work equipment user – an employee of the Company or Contractor using work equipment to carry out his/her work assignments.

Work equipment owner – a manager of the Company's organizational unit, a member of the Contractor's management staff or any other employee to whom the work equipment has been assigned and whose employment regulations include the responsibility for safe and reliable use of the work equipment.

Competent person – an employee who has sufficient knowledge on the work equipment subject to testing, including its operation and maintenance methods. At the Company, such shall be the work equipment owner or an employee subordinate to Director of Maintenance who, by the decree of Director of Maintenance or Chief Mechanical Engineer, has been assigned to organize and coordinate proper execution of works during technical supervision and maintenance of work equipment at the respective organizational unit, or a contractor hired for this purpose.

EC declaration of conformity – a document issued by the equipment manufacturer to certify that, before entering the market, the equipment underwent the required conformity assessment procedures under the conditions established in the applicable technical regulation, and that the equipment is safe for use.

IV. DUTIES AND RESPONSIBILITIES

6. Work equipment owner must:

6.1. Assure due maintenance of the assigned to him/her work equipment, as required under the present Procedure, LR legal acts and the Company's normative documents, including accounting of work equipment and arranging of work equipment inspections, tests as well as tagging;

6.2. Make arrangements for introducing of work equipment operation and maintenance manuals to work equipment users, also for training (if any needed);

6.3. Make sure no work equipment is used with its declaration of conformity and CE marking as well as the certification, its operation and maintenance manuals missing, also where the equipment has been tested or its test results show that the equipment is not safe to continue in operation.

7. Work equipment user must:

7.1. Inspect work equipment before using such according to the requirements in the present Procedure, and document the inspection results, if needed;

7.2. Inform the work equipment owner on any noticed defects, affix the work equipment with the tag defined in Attachment 6 hereto, and remove no longer good for use work equipment from site;

7.3. Use work equipment for its intended purpose only, based on the methods and ways specified for it in the operation manual.

8. **Competent person must** make sure the assigned to him/her work equipment is tested and tagged according to the requirements set herein.

V. GENERAL REQUIREMENTS

9. It shall be forbidden to use work equipment which does not have EC declaration of conformity and CE marking unless the equipment has been modified so to meet the minimum requirements as in Annex 1 to General Regulations for Operation of Work Equipment [4.1]. Work equipment owner shall arrange for assessment of the conformity of particular equipment. In case a non-conformity is identified for equipment, the equipment shall be subject to respective modifications as well as repeat conformity assessment. Where such modifications are impossible,

use of the equipment shall be prohibited. The decision regarding use of the equipment shall be documented as a conformity assessment report.

10. Any new work equipment being acquired shall, among other equipment-relevant documents, be enclosed with EC declaration of conformity, CE mark certification, also equipment operation and maintenance manual in the Lithuanian language.

11. Operation manuals for work equipment belonging to the Company shall be in the Lithuanian language, for that to the Contractor – in the language it understands.

VI. ACCOUNTING OF WORK EQUIPMENT

12. Work equipment shall be accounted at the Company's organizational units by making paper and electronic lists thereof (hereinafter – the List). The Contractor shall have the Lists of the work equipment which it uses for work in the territory of the Company available.

13. The List shall provide for the type, make (model), identification No (Item, manufacturer-assigned or inventory No), first commissioning date (if known), inspection/test periodicity of the work equipment. A sample form of the List of work equipment is provided in Attachment 1 hereto.

VII. INSPECTING AND TESTING OF WORK EQUIPMENT

14. Work equipment shall be inspected before each use thereof following the checklists in Attachment 3 (for inspecting devices) and Attachment 4 (for inspecting mechanisms) as well as the requirements for equipment inspection set in the operation manual of the work equipment.

15. Mechanism inspection results shall be recorded in the inspection log (Attachment 2 hereto) and stored on-site. Device inspection results are not subject to recording.

16. Devices shall be tested at least once in 12 months, mechanisms – at least once a quarter. The devices (e.g., string trimmers) used in certain season only shall be tested before such season. Testing of newly acquired work equipment shall be done before starting to use such.

17. Work equipment test results shall be documented in the form of a report. A sample form of the device test report is provided in Attachment 3 hereto. A sample form of the mechanism test report is provided in Attachment 4 hereto.

18. Current work equipment test reports shall be stored by the work equipment owner. The Contractor shall keep the current List of the work equipment used for work in the territory of the Company and the test reports (or copies thereof) at its temporary premises in the territory of the Company.

19. Where inspection or testing of work equipment concludes that the work equipment does not comply with the safety requirements, or where the work equipment has broken down or was otherwise damaged while performing works, such shall be removed from site immediately.

VIII. TAGGING OF WORK EQUIPMENT

20. After work equipment is tested, a clearly visible verification tag shall be attached to the equipment with specified work equipment identification number and validity of verification (year and month) (see Attachment 5 hereto). The work equipment can be used only until the beginning of the month of the relevant year marked in the tag.

21. Any equipment no longer good for use shall be affixed with the tag as in Attachment 6 hereto showing that use of the equipment has been prohibited.

22. The Contractor may use tags in the form set by the Contractor for the marking of the work equipment after its testing, and have documents in the form established by the Contractor evidencing the verification of the work equipment.

23. Work equipment shall have occupational health safety signs, as established by the manufacturer, clearly visible on it. The signs shall provide for the main characteristics of the work equipment, potential hazards to user and other persons, prohibited actions and uses. Where the signs become difficult to understand or no longer remain, the work equipment owner must arrange for upgrading of the signs.

IX. EMPLOYEE TRAINING

24. Work equipment users shall be trained as required under LR legal acts, and have valid documents proving this available on site.

25. Work equipment users shall get familiar with the operation manual presented by the manufacturer of each type of work equipment, as well as with the binding on them provisions of this Procedure. Such familiarization shall be documented following the procedure established in internal documents of the Company and the Contractor.

X. FINAL PROVISIONS

26. Responsibility for periodic review and updating of this Procedure, if needed, shall lie with Director of Quality, Labour Safety and Environmental Control.

XI. ATTACHMENTS

Attachment 1 – Sample form of the list of work equipment

Attachment 2 – Sample form of mechanism inspection log

Attachment 3 – Sample form of equipment testing report

Attachment 4 – Sample form of mechanism testing report

Attachment 5 – Specimen of work equipment verification tag

Attachment 6 – Specimen of tag for equipment that is no longer fit for use

Prepared by
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LIST OF WORK EQUIPMENT

Organizational unit _____

Work equipment type _____

Work equipment	Make (model)	Identification No	First commissioning date	Testing periodicity	Decommissioning date

DEVICE TESTING REPORT

 (organizational unit)

Device, identification No _____

Test date _____

Check list	Yes	No	Not applicable
Has not the inspection, test, measurement term expired yet; are the safety signs present?			
Are all the protective shields present; are they not damaged, not cracked, and securely attached?			
Are the rotating/moving parts in good condition, tight enough, free of any unusual vibrations, noise, etc.?			
Are the cables free of any mechanical damage; are the plugs in good condition?			
Are the on/off switches and control instruments in good condition, and do such function properly?			
Are all the components in place?			
Is operation of replaceable elements (drill bits, abrasive disks, etc.) fixing devices reliable?			
Can flue, burning insulation be smelt during idle run?			
Are there any technical liquid (luboil) leaks?			
Is the grounding connection device in good condition?			
Other (as recommended by the manufacturer)			
Other (as recommended by the manufacturer)			

Test findings (conclusion) _____

Next testing date _____

Tested by _____

(job position, name, surname, signature)

MECHANISM TESTING REPORT

 (organizational unit)

Mechanism, identification No _____

Test date _____

Check list	Yes	No	Not applicable
Is the control equipment in good condition, are the signs easy to see and read?			
Are the on/off switches or control instruments in good condition, and do such function properly?			
Are the protections against use of the mechanism by unauthorized persons in good condition?			
Are the lighting fixtures and alarms in good condition?			
Are the rotating/moving parts isolated properly, can shields and other protections be removed without tools, where specified by the manufacturer?			
Have any arbitrary design changes been made?			
Is operation of the braking devices reliable?			
Is operation of emergency shutdown / blockage systems, limiters reliable?			
Does the electric wiring meet the requirements, are the mechanism grounding devices in good condition (if any)?			
Are there any technical liquid (fuels, luboils, hydraulic liquid, etc.) leaks?			
Is the fencing around the mechanism access (service) platform, access ladder (if any) in good condition?			
Are all the components in place?			
Other (as recommended by the manufacturer)			
Other (as recommended by the manufacturer)			


Test findings (conclusion) _____

Next testing date _____

Tested by _____

(position, name, surname, signature)

Work equipment verification tag

Verified		ID No	<input type="text"/>									
OPERATION PERMITTED UNTIL:												
Year	2024			2025			2026			2027		
Month	1	2	3	4	5	6	7	8	9	10	11	12

Tag for equipment no longer good for use

Front side of the tag



Reverse side of the tag

